

## **EDITED TASK LISTING**

**CLASS:**                     **PHARMACY TECHNICIAN**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Interpret patient prescriptions as directed by the physician in order to clarify directions utilizing personal knowledge and skills under the leadership of the Pharmacist.
<b>2.</b>	Type medication labels and attach to physician orders for the Pharmacist to review and correct the labeled medication utilizing computer and personal knowledge and skills in compliance with State of California Board of Pharmacy, departmental policies and procedures under the leadership of the Pharmacist.
<b>3.</b>	Pull medications from storage (e.g., refrigerators, shelves, locked closets, cabinets, etc.) in order to fill prescriptions/physician orders utilizing stools, ladders, etc. under the leadership of the Pharmacist.
<b>4.</b>	Fill prescriptions for the Pharmacist to verify utilizing prescription labels, counting trays, pill counters, spatulas, containers, and personal knowledge and skills, etc. as mandated by the State of California Board of Pharmacy, departmental policies and procedures, etc. under the leadership of the Pharmacist.
<b>5.</b>	Assist the Pharmacist in compounding (e.g., calculating, mixing, labeling, grinding, etc.) of oral or topical preparations in order to dispense special orders utilizing equipment, personal knowledge and skills, etc. according to laws, rules, regulations, and the Pharmacist instructions.

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<b>Task #</b>	<b>Task</b>
<b>6.</b>	Operate packaging equipment/machinery in order to prepare unit dose and/or bulk prepackaged medications in compliance with the State of California Board of Pharmacy and under the leadership of the Pharmacist.
<b>7.</b>	Enter prescription and patient data into the database (i.e., Pharmacy Prescription Tracking System [PPTS]) in order to create or update patient profiles utilizing available computer system and personal knowledge and skills on a daily basis.
<b>8.</b>	Assists pharmacist in distributing prescription medications including injectable medication for in-patients, out-patients, parolees, clinics and floor stock in order to make available to nurses, physicians, and/or Medical Technical Assistants (MTA) utilizing available computer system and personal knowledge and skills on a daily basis under the leadership of the Pharmacist.
<b>9.</b>	Check incoming and existing inventory of drugs and supplies in order to ensure incoming drugs are correct, free from breakage and spoilage, replenish stock, special orders, acquire newly prescribed drugs, etc. utilizing purchase orders, invoices, requisitions, etc. on a daily basis under the leadership of the Pharmacist.
<b>10.</b>	Order drugs and supplies in order to maintain adequate inventory, etc. utilizing prime vendor ordering system (e.g., McKesson, etc.), direct purchase orders, invoices, or requisitions, etc. on a daily basis under the leadership of the Pharmacist.

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<b>Task #</b>	<b>Task</b>
<b>11.</b>	Carry, segregate, label, and store pharmaceutical supplies consistent with proper storage, quantity, expiration dates, cost management, stock rotation, drug returns, etc. utilizing personal knowledge and skills, etc. on a daily basis under the leadership of the Pharmacist.
<b>12.</b>	Maintain inventory consistent with proper storage, quantity, expiration dates, cost management, stock rotation, drug returns, etc. utilizing personal knowledge and skills, etc. on a daily basis under the leadership of the Pharmacist.
<b>2.</b>	Maintain pharmacy work area (e.g., trash, shelves, counters, etc.) to ensure cleanliness and orderliness utilizing janitorial supplies (e.g., brooms, mops, dust mops, etc.) as needed and under the leadership of the Pharmacist.
<b>3.</b>	Maintain equipment for proper functioning and cleanliness utilizing available resources (e.g., oil, filters, alcohol swabs, etc.) as needed and under the leadership of the Pharmacist.
<b>4.</b>	Pick up and deliver medications, supplies, physician orders, and Medication Administration Records (MAR), etc. to various facility units (e.g., nursing clinics, yard clinics, etc.) in order to provide the patient with timely medications utilizing safety measures, carts, personal knowledge and skills, etc. in accordance with the departments policies and procedures, etc. and under the leadership of the Pharmacist.

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<b>Task #</b>	<b>Task</b>
<b>5.</b>	Answer telephones in order to accept and/or to provide a variety of information (e.g., medication on hand, etc.) to health care providers (e.g., physicians, nurses, etc.) utilizing computer, telephone system, personal knowledge and skills, etc. under the leadership of the Pharmacist.
<b>6.</b>	File prescription orders in order to retrieve prescription information, answer various questions, etc. utilizing filing and record keeping systems, personal knowledge and skills, etc. as mandated by the State of California Board of Pharmacy and on a daily basis.
<b>7.</b>	Fill unit-dose patient medication drawers with prescribed doses in order to provide daily medications for in-patient population utilizing a bin system, patient pick lists, cassettes, carts, etc. under the leadership of the Pharmacist.
<b>8.</b>	Maintain records of various pharmacy operations (e.g., packaging, inventory, purchasing, supplies, workload, etc.) in order to retrieve and provide various information to management and other departments on a need to know basis utilizing record keeping procedures and personal knowledge and skills as mandated by the departments policies and procedures, State of California Board of Pharmacy, and under the leadership of the Pharmacist.

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<b>9.</b>	Refill prescription orders in order to provide patient medications utilizing refill request forms, computer, fax machines, telephone, etc. authorized by physician consistent with regulations of the State of California Board of Pharmacy and under the leadership of the Pharmacist.
<b>10.</b>	Maintain patient medication profiles in order to provide comprehensive history of patient and prescription information utilizing computers, etc. as mandated by the State of California Board of Pharmacy, departmental policies and procedures and under the leadership of the Pharmacist.
<b>11.</b>	Perform routine mathematical computations in order to provide accuracy in compounding, dispensing, calculating doses, procuring, returning medications, etc. utilizing personal knowledge and skills, calculators, etc. under the leadership of the Pharmacist.
<b>12.</b>	Prepare and reconstitute sterile intravenous solutions in order to provide the nurse or the physician the prescribed doses for patient administration utilizing sterile techniques under a certified Laminar Flow Hood, needles, syringes, diluents, etc. in compliance with the State of California Board of Pharmacy, departmental policies and procedures under the leadership of the Pharmacist.
<b>13.</b>	Conduct quality assurance for sterile intravenous solutions in order to assure patient safety utilizing current pharmaceutical procedures and complying with licensing requirements, State of California Board of Pharmacy, departmental policies and procedures under the leadership of the Pharmacist.

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<b>Task #</b>	<b>Task</b>
<b>14.</b>	Review pharmacy stock for expired drugs in order to remove and return overstock inventory utilizing various forms, personal knowledge and skills, etc. in compliance with the departmental policies and procedures and as needed.
<b>15.</b>	Return expired and excess drugs to pharmaceutical supply companies via warehouse, mailroom, Guaranteed Returns, etc. in order to control inventory and receive credit utilizing special packaging, etc. under the leadership of the Pharmacist.
<b>16.</b>	Back up pharmacy database in order to create a copy of the prescription data in case of database loss/corruption utilizing storage medium (e.g., floppies, discs, zip drive, etc.) on a daily basis.
<b>17.</b>	Act on drug recall notices by reviewing and removing stock, and reviewing purchase orders and patient history, if necessary, in order to prevent patient injury utilizing computer, fax, flyers, medication alert bulletins, Chief Medical Officer, internet, etc. under the leadership of the Pharmacist.
<b>18.</b>	Account for all tools (e.g., scissors, tweezers, spatulas, etc.) in order to maintain safety and security for all staff, patients and others utilizing chit system, tool control procedures, etc. complying with the departmental policies and procedures, Departmental Operations Manual (DOM), as needed.

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<b>Task #</b>	<b>Task</b>
<b>19.</b>	Create and prepare various reports (e.g., medication error report, daily log, psychiatric medication, heat reports, drug inventory, pharmaceutical statistics, etc.) in order to track patients history, request and/or provide information to management and other departments (e.g., custody, etc.) utilizing personal knowledge and skills, computer system, etc. in accordance with the departments policies and procedures, etc. and under the leadership of the Pharmacist.
<b>20.</b>	Inspects premises for health and safety concerns (e.g., proper storage, cords hanging down, etc.) in accordance with CAL OSHA, Departmental Operations Manual (DOM), departmental policies and procedures under the leadership of the Pharmacist.
<b>21.</b>	Attends various training courses (e.g., orientation, in-service/out-service training, on-the-job training, etc.) in order to enhance and maintain professional skills to stay abreast of advances in modern pharmacy issues and to comply with institutional policies and procedures.
<b>22.</b>	Attends various meetings, committees, task forces, and work groups dealing with pharmacy issues at a local and/or divisional level as directed by the Pharmacist to provide subject matter expertise, etc.

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<b>23.</b>	Maintains security of working areas and work materials/instruments to promote a safe and secure working environment utilizing tool control procedures, etc. in accordance with the Departmental Operations Manual (DOM), and departmental policies and procedures, etc.
<b>24.</b>	Prevents escapes of and/or injury by persons committed to the Department of Corrections to themselves or others or to the destruction of property through personal observation to promote a safe and secure environment, in accordance with Departmental Operations Manual (DOM), and departmental policies and procedures, etc.
<b>25.</b>	Provide procedural information and direction to nurses, Medical Technical Assistants (MTA), and others to resolve medication situations utilizing professional knowledge and interpersonal communication skills, etc. under the leadership of the Pharmacist.
<b>26.</b>	Communicate in a professional manner and deals with confidential and sensitive issues utilizing tact, interpersonal skills, etc., to establish and maintain effective working relationships with health care and custody staff in order to determine and resolve custody/health care issues.



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<b>27.</b>	Maintains a work environment free of discrimination and harassment, utilizing various resources (e.g., training, laws, rules, regulations, policies, procedures, etc.) on a daily basis.
<b>28.</b>	Communicate and understand general written and verbal instructions to complete assigned tasks in a productive, effective and professional manner under the leadership of the Pharmacist.
<b>29.</b>	Accurately interpret and apply laws, rules, regulations, departmental policies and procedures, etc. as they relate to assigned tasks in order to gain an understanding and apply as needed.
<b>30.</b>	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills per departmental policies and procedures as needed.
<b>31.</b>	Represents the department, in formal or informal settings, regarding pharmaceutical issues at meetings, conferences, hearings, legal depositions, etc. to obtain or provide information and/or represent the interest of the department utilizing interpersonal skills, professionalism, personal knowledge, etc. under the leadership of the Pharmacist.

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32.	Responsible for the waste management (e.g., needles, intravenous solutions, chemo waste, etc.), hot trash (e.g., glass bottles, metal containers, droppers, etc.), and confidential material (e.g., disposing of labels, etc.) for the safety and security of the institution and patient confidentiality utilizing shredder, scissors, felt markers, Departmental Operations Manual (DOM), departmental policies and procedures, etc. under the leadership of the Pharmacist.